**The Visa Officer 01.06.2020**

**Tchad Consulate General**

**Ankara, Turkey**

DearSir/Madam,

This is to confirm that **Mr.** **( Adı- Soyadı )** who is working as an **( Mesleği-Pozisyon )** in our firm since **( İşe başlama tarihi )** , will be business to Tchad between the dates of **( Gidiş tarihi )** and **( Dönüş tarihi )** purposes.

Therefore, we would like to obtain a visa for **Mr.** **( Adı- Soyadı )** Upon him return from Tchad to Turkey, he will resume him work in our firm. All him expenses will be covered by our company.

We kindly request you to supply him the required visa for entering Tchad.

Should you have any questions concerning this application, please do not hesitate to contact the undersigned.

Your truly

**( Islak kaşe ve imza )**